



DCMA

Contract Business Analysis Repository (CBAR) 1.2 External Users

**February 2012
ITCSO Training Academy**



Course Topics

Note: Links will **only** work in PowerPoint's slide show view.

Module One

Contract Business Analysis Repository 1.2

Lesson One

Contract Business Analysis Repository (CBAR) 1.2 Overview

Topic One

Purpose of Contract Business Analysis Repository (CBAR)

Topic Two

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Topic Three

Registering for EWAM and Requesting CBAR Access

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Searching and Viewing Records

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Granting User Permissions

Topic One

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Viewing Requested Permissions

At the end of this training you will be able to:

- Request Access to EWAM and the CBAR application
- Access the CBAR 1.2 application
- Identify the purpose of CBAR 1.2 and the user roles & permissions
- Request permission to view contractor records in CBAR
- Search and view contractor records
- View attached documents
- Search for granted permissions
- Edit granted permissions for CAGEs
- Add new permissions for CAGEs
- View and approve requested permissions



Course Module

DEFENSE CONTRACT MANAGEMENT AGENCY

Course Module

Module One Contract Business Analysis Repository (CBAR) 1.2

Course
Topics



Module One

Contract Business Analysis Repository (CBAR) 1.2

Module Lessons

- | | |
|-------------|---|
| Lesson One | Contract Business Analysis Repository (CBAR) 1.2 Overview |
| Lesson Two | Searching and Viewing Records |
| Lesson Four | Granting User Permissions |

Lesson One

Contract Business Analysis Repository 1.2 Overview

Lesson One Topics

Topic One Purpose of Contract Business Analysis Repository (CBAR) 1.2

Topic Two User Roles

Topic Three Registering for EWAM and Requesting CBAR Access

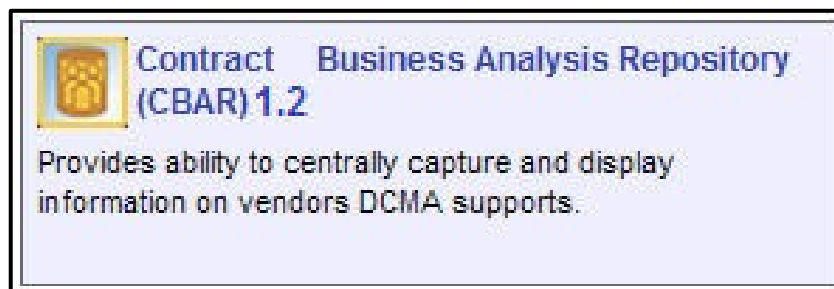
Topic Three Acknowledgements

CBAR 1.2 Overview

The Contract Business Analysis Repository (CBAR) 1.2 captures and displays information on vendors in one central location.

CBAR 1.2 captures the following contract-related information:

- General company information
- Indirect costs and direct labor rates
- Business systems
- Cost accounting standards
- Corporate information



Graphic 1.1.1.1: Contract Business Analysis Repository (CBAR) 1.2 eTool Icon

CBAR 1.2 User Roles and Permissions

The table below lists the different CBAR 1.2 user roles and the permissions for each role.

External Approvers	• Ability to grant and revoke permissions to view a specific CAGE and its attached documents • Ability to search for and view records in the Contract Business Analysis Repository • Are already granted permission to view all records in CBAR
External Viewers	• Ability to search for and view records in the Contract Business Analysis Repository that they have permission to view • Ability to manage attachments and create, edit, and delete records with permission of a Security Administrator • Must request permission to view individual CAGE records in CBAR

To Register for EWAM

To register for EWAM access, begin at the DCMA homepage at:

<http://www.dcma.mil>

To Register for EWAM Access (Graphic 1.1.3.1 - 1.1.3.6):

1. On the DCMA homepage, *click* the **eTools** link.
 - The Access to eTools screen appears (Graphic 1.1.3.2)



Graphic 1.1.3.1: DCMA Home Page

Topic Three - Registering for EWAM and Requesting CBAR Access

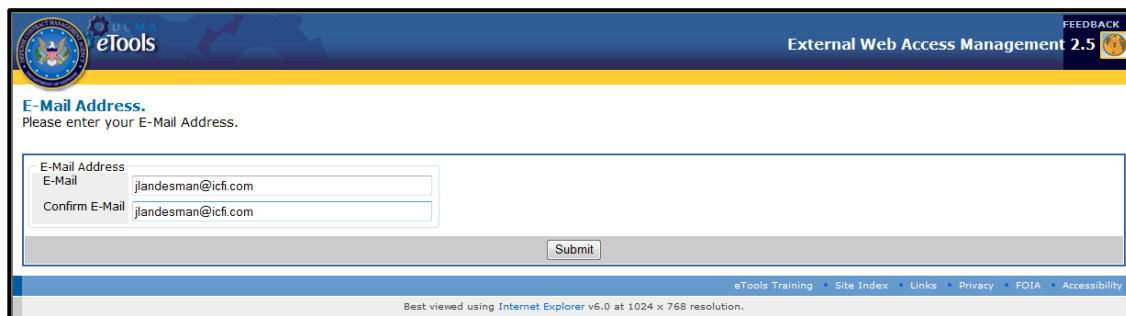
To Register for EWAM

To Register for EWAM Access (Graphic 1.1.3.1 - 1.1.3.6):

2. Now *click* on the **EWAM Application** link.
 - The E-Mail Address screen appears (Graphic 1.1.3.3)
3. Type your **email address** into both the E-Mail and Confirm E-Mail fields.
4. Click the **Submit** button.
 - The Registration screen appears



Graphic 1.1.3.2: EWAM Registration Link



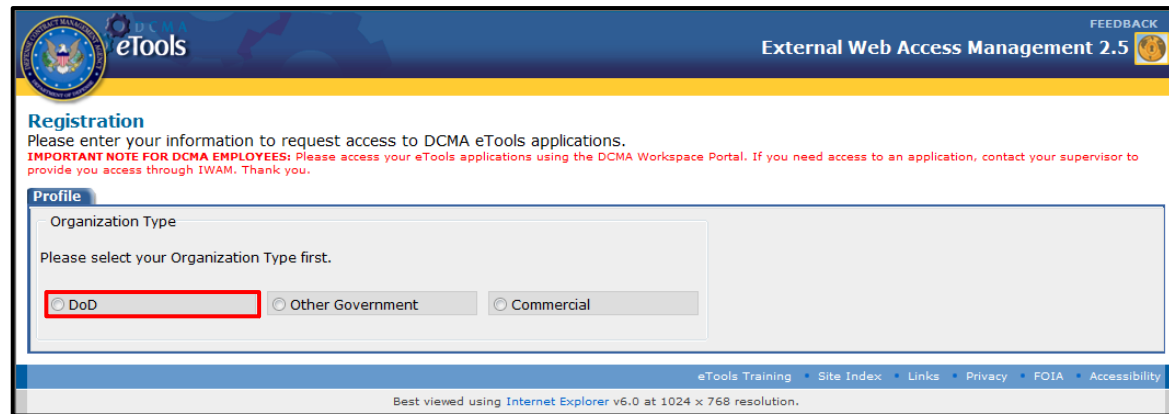
The screenshot shows the "E-Mail Address" screen. It prompts the user to enter their E-Mail Address. There are two input fields: "E-Mail" and "Confirm E-Mail", both containing the email address "jlandesman@icfi.com". A "Submit" button is located at the bottom right of the form. The footer includes links for eTools Training, Site Index, Links, Privacy, FOIA, and Accessibility.

Graphic 1.1.3.3: E-Mail Address Screen

To Register for EWAM

To Register for EWAM Access (Graphic 1.1.3.1 - 1.1.3.6):

5. Click the **radio button** next to the organization type that you belong to. Note that CBAR is only available under DoD.
 - The User Profile, Organization Detail, and Toolset Detail fields appear (Graphic 1.1.3.5)



The screenshot shows the 'Registration' page of the DCMA eTools system. The page title is 'External Web Access Management 2.5'. The main heading is 'Registration', followed by the instruction: 'Please enter your information to request access to DCMA eTools applications.' Below this is an 'IMPORTANT NOTE FOR DCMA EMPLOYEES: Please access your eTools applications using the DCMA Workspace Portal. If you need access to an application, contact your supervisor to provide you access through IWAM. Thank you.' The 'Profile' section is active, showing a form for 'Organization Type'. The instruction says 'Please select your Organization Type first.' There are three radio buttons: 'DoD' (which is selected and highlighted with a red box), 'Other Government', and 'Commercial'. At the bottom of the page, there are links for 'eTools Training', 'Site Index', 'Links', 'Privacy', 'FOIA', and 'Accessibility'. A footer note states 'Best viewed using Internet Explorer v6.0 at 1024 x 768 resolution.'

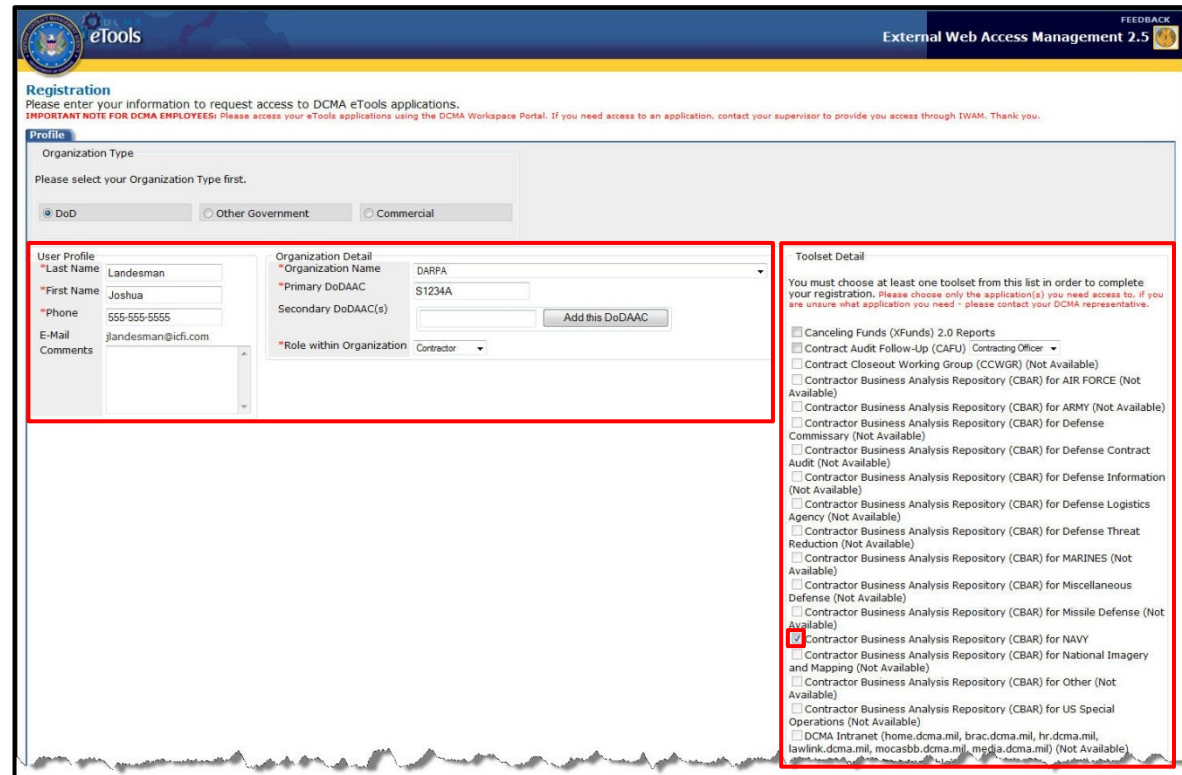
Graphic 1.1.3.4: Registration Page

To Register for EWAM

To Register for EWAM Access (Graphic 1.1.3.1 - 1.1.3.6):

6. Type in **all required information** into the User Profile and Organization Detail fields.
7. Select the **application(s) you wish to access** by clicking the checkboxes in the Toolset Detail field. In this example, I'll click the checkbox for Contractor Business Analysis Repository (CBAR) for Navy.

Note: The Primary DoDAAC field determines which personnel your request for access is sent to. Be sure to fill in the correct Primary DoDAAC to ensure that you are approved in a timely manner.



Registration
Please enter your information to request access to DCMA eTools applications.
IMPORTANT NOTE FOR DCMA EMPLOYEES: Please access your eTools applications using the DCMA Workspace Portal. If you need access to an application, contact your supervisor to provide you access through IWAM. Thank you.

Profile
Organization Type
Please select your Organization Type first.
☒ DoD ☐ Other Government ☐ Commercial

User Profile
*Last Name: Landesman
*First Name: Joshua
*Phone: 555-555-5555
E-Mail: jlandesman@icfi.com
Comments:

Organization Detail
*Organization Name: DARPA
*Primary DoDAAC: S1234A
Secondary DoDAAC(s):
*Role within Organization: Contractor

Toolset Detail
You must choose at least one toolset from this list in order to complete your registration. Please choose only the application(s) you need access to, if you are unsure what application you need - please contact your DCMA representative.

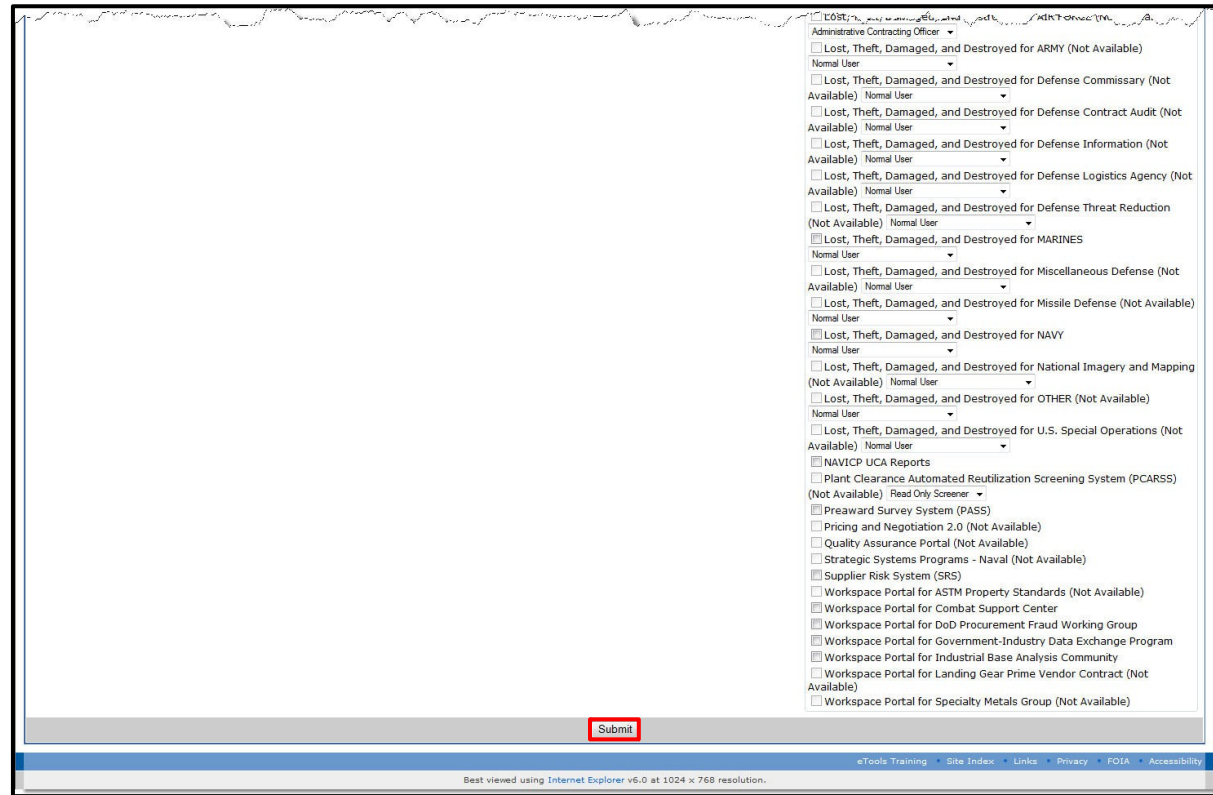
- ☐ Canceling Funds (XFunds) 2.0 Reports
- ☐ Contract Audit Follow-Up (CAFU) Contracting Officer
- ☐ Contract Closeout Working Group (CCWGR) (Not Available)
- ☐ Contractor Business Analysis Repository (CBAR) for AIR FORCE (Not Available)
- ☐ Contractor Business Analysis Repository (CBAR) for ARMY (Not Available)
- ☐ Contractor Business Analysis Repository (CBAR) for Defense Commissary (Not Available)
- ☐ Contractor Business Analysis Repository (CBAR) for Defense Contract Audit (Not Available)
- ☐ Contractor Business Analysis Repository (CBAR) for Defense Information Agency (Not Available)
- ☐ Contractor Business Analysis Repository (CBAR) for Defense Logistics Reduction (Not Available)
- ☐ Contractor Business Analysis Repository (CBAR) for Defense Threat Reduction (Not Available)
- ☐ Contractor Business Analysis Repository (CBAR) for MARINES (Not Available)
- ☐ Contractor Business Analysis Repository (CBAR) for Miscellaneous Defense (Not Available)
- ☐ Contractor Business Analysis Repository (CBAR) for Missile Defense (Not Available)
- ☒ Contractor Business Analysis Repository (CBAR) for NAVY
- ☐ Contractor Business Analysis Repository (CBAR) for National Imagery and Mapping (Not Available)
- ☐ Contractor Business Analysis Repository (CBAR) for Other (Not Available)
- ☐ Contractor Business Analysis Repository (CBAR) for US Special Operations (Not Available)
- ☐ DCMA Intranet (home.dcmamil, brac.dcmamil, hr.dcmamil, lawlink.dcmamil, mocasbb.dcmamil, media.dcmamil) (Not Available)

Graphic 1.1.3.5: User Profile and Organization Detail Screen

To Register for EWAM

To Register for EWAM Access (Graphic 1.1.3.1 - 1.1.3.6):

8. Click the **Submit** button.



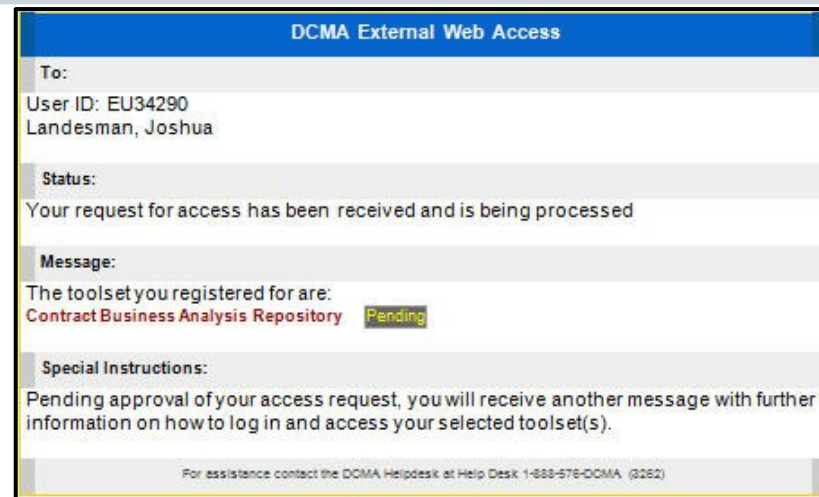
The screenshot shows a web form for registering for EWAM access. The form is titled "EWAM" and includes a dropdown menu for "Administrative Contracting Officer" with "Normal User" selected. Below this is a list of checkboxes for various systems, including "Lost, Theft, Damaged, and Destroyed for ARMY (Not Available)", "Lost, Theft, Damaged, and Destroyed for Defense Commissary (Not Available)", "Lost, Theft, Damaged, and Destroyed for Defense Contract Audit (Not Available)", "Lost, Theft, Damaged, and Destroyed for Defense Information (Not Available)", "Lost, Theft, Damaged, and Destroyed for Defense Logistics Agency (Not Available)", "Lost, Theft, Damaged, and Destroyed for Defense Threat Reduction (Not Available)", "Lost, Theft, Damaged, and Destroyed for MARINES", "Lost, Theft, Damaged, and Destroyed for Miscellaneous Defense (Not Available)", "Lost, Theft, Damaged, and Destroyed for Missile Defense (Not Available)", "Lost, Theft, Damaged, and Destroyed for NAVY", "Lost, Theft, Damaged, and Destroyed for National Imagery and Mapping (Not Available)", "Lost, Theft, Damaged, and Destroyed for OTHER (Not Available)", "Lost, Theft, Damaged, and Destroyed for U.S. Special Operations (Not Available)", "NAVICP UCA Reports", "Plant Clearance Automated Reutilization Screening System (PCARSS) (Not Available)", "Read Only Screener", "Preaward Survey System (PASS)", "Pricing and Negotiation 2.0 (Not Available)", "Quality Assurance Portal (Not Available)", "Strategic Systems Programs - Naval (Not Available)", "Supplier Risk System (SRS)", "Workspace Portal for ASTM Property Standards (Not Available)", "Workspace Portal for Combat Support Center", "Workspace Portal for DoD Procurement Fraud Working Group", "Workspace Portal for Government-Industry Data Exchange Program", "Workspace Portal for Industrial Base Analysis Community", "Workspace Portal for Landing Gear Prime Vendor Contract (Not Available)", and "Workspace Portal for Specialty Metals Group (Not Available)". At the bottom of the form, the "Submit" button is highlighted with a red box. The footer of the page includes links for "eTools Training", "Site Index", "Links", "Privacy", "FOIA", and "Accessibility", and a note that the page is "Best viewed using Internet Explorer v6.0 at 1024 x 768 resolution."

Graphic 1.1.3.6: Submit Button

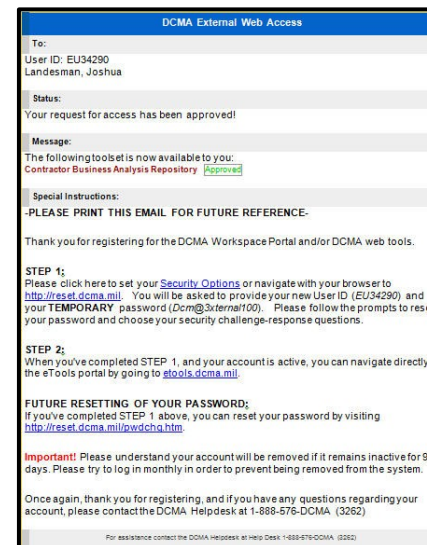
Topic Three - Registering for EWAM and Requesting CBAR Access

To Register for EWAM

You will receive an email confirmation of your submission (Graphic 1.1.1.7), as well as an approval email when you are approved for access (Graphic 1.1.1.8) that contains information on how to log in and access your selected toolset(s).



Graphic 1.1.1.7: Confirmation of Submission Email



Graphic 1.1.1.8: Access Approval Email

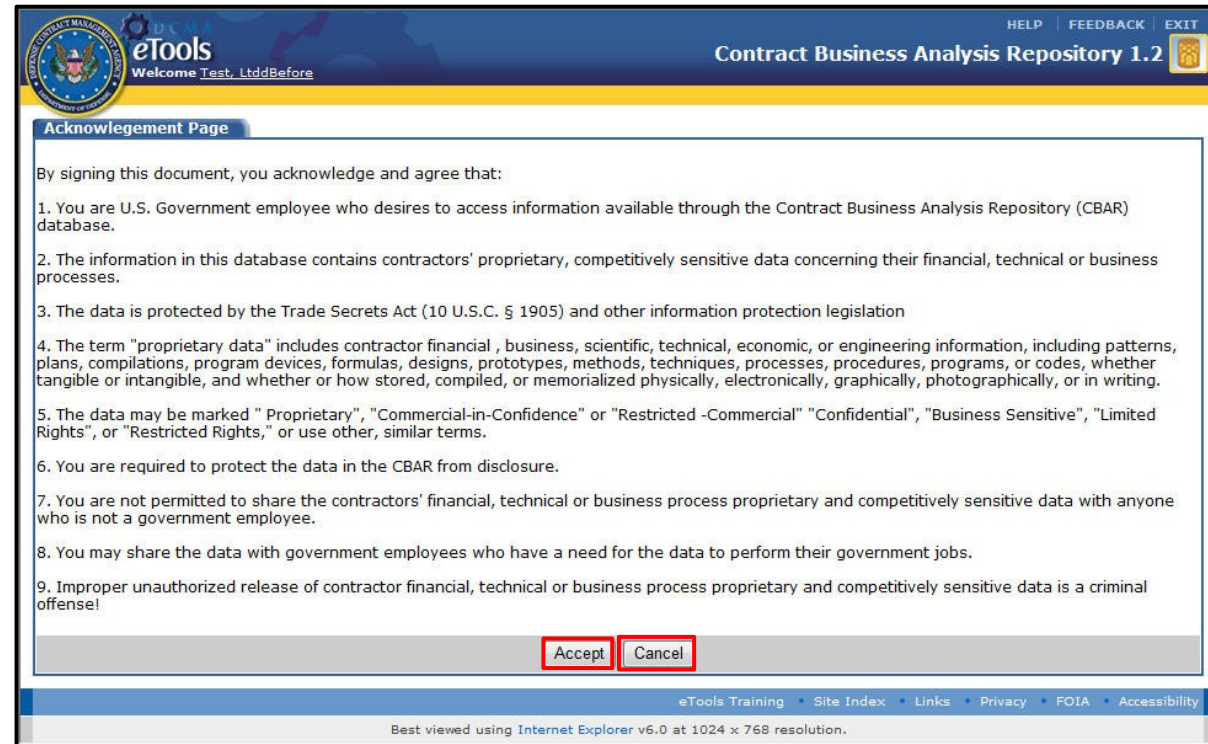
The Acknowledgement Page

After any user logs into CBAR 1.2, they are presented first with an acknowledgements page. This page details the legal and professional responsibilities inherent in accessing the proprietary information in CBAR.

Click the **Accept** button to acknowledge and accept these responsibilities and continue into the application.

Click the **Cancel** button to decline these responsibilities.

You may not progress into the CBAR application without acknowledging and accepting these responsibilities.



Contract Business Analysis Repository 1.2

Acknowledgement Page

By signing this document, you acknowledge and agree that:

1. You are U.S. Government employee who desires to access information available through the Contract Business Analysis Repository (CBAR) database.
2. The information in this database contains contractors' proprietary, competitively sensitive data concerning their financial, technical or business processes.
3. The data is protected by the Trade Secrets Act (10 U.S.C. § 1905) and other information protection legislation
4. The term "proprietary data" includes contractor financial, business, scientific, technical, economic, or engineering information, including patterns, plans, compilations, program devices, formulas, designs, prototypes, methods, techniques, processes, procedures, programs, or codes, whether tangible or intangible, and whether or how stored, compiled, or memorialized physically, electronically, graphically, photographically, or in writing.
5. The data may be marked "Proprietary", "Commercial-in-Confidence" or "Restricted-Commercial" "Confidential", "Business Sensitive", "Limited Rights", or "Restricted Rights," or use other, similar terms.
6. You are required to protect the data in the CBAR from disclosure.
7. You are not permitted to share the contractors' financial, technical or business process proprietary and competitively sensitive data with anyone who is not a government employee.
8. You may share the data with government employees who have a need for the data to perform their government jobs.
9. Improper unauthorized release of contractor financial, technical or business process proprietary and competitively sensitive data is a criminal offense!

Accept **Cancel**

eTools Training • Site Index • Links • Privacy • FOIA • Accessibility

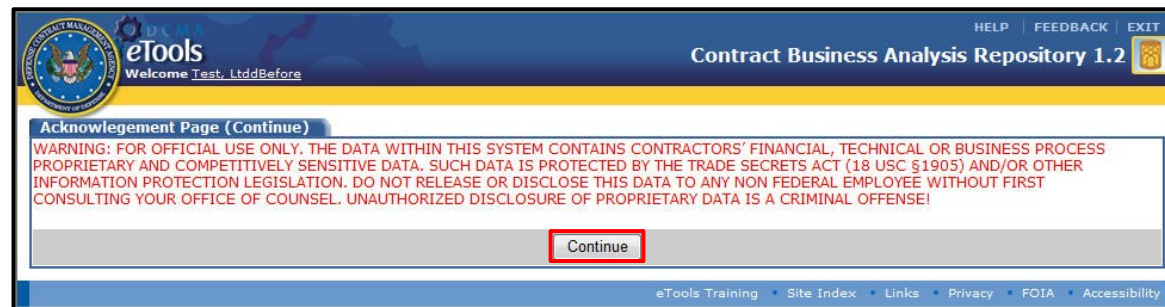
Best viewed using Internet Explorer v6.0 at 1024 x 768 resolution.

Graphic 1.2.4.1: Acknowledgement Page

The Acknowledgement Page continued

Upon clicking the Accept button, a second acknowledgement page appears, further reminding the user of the penalties for disclosing data present in the repository without first consulting the user's local Office of Counsel.

Click the **Continue** button to acknowledge these responsibilities and go to the Search page.



Graphic 1.2.4.2: Acknowledgement Page (Continued)

Lesson One Covered the Following Topics:

Topic One Purpose of Contract Business Analysis Repository (CBAR) 1.2

Topic Two User Roles

Topic Three Registering for EWAM and Requesting CBAR Access

Topic Three Acknowledgements

Lesson Two

Searching and Viewing Records

Lesson Two Topics

Topic One Searching for Contract Records

Topic Two Requesting CAGE Access Permission

Topic Three Viewing a Contract Data Sheet

Topic Four Viewing Attached Documents

Topic One - Searching for Contractor Records

Searching Records

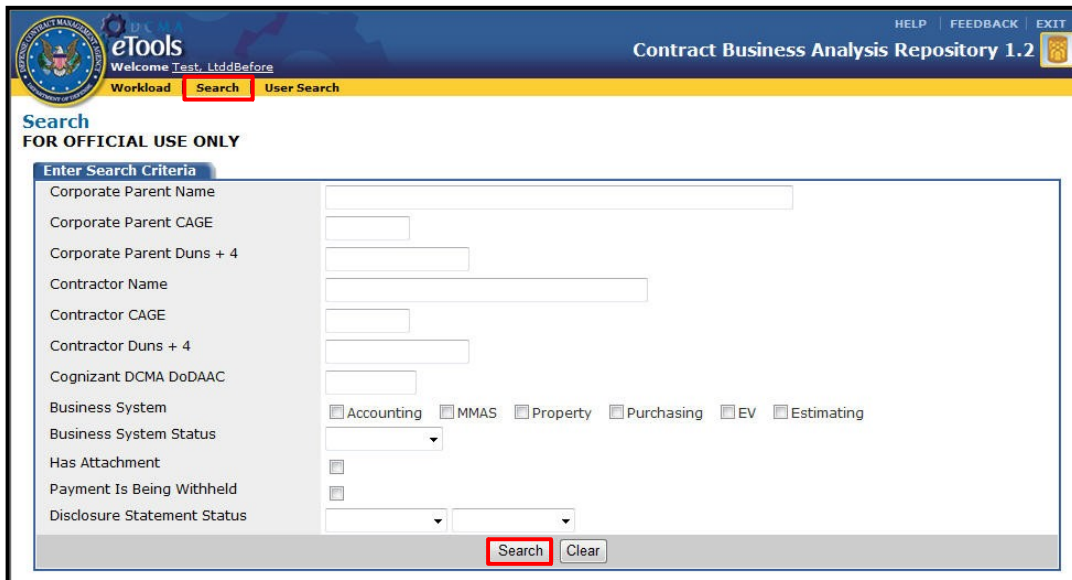
All external user roles have the ability to search for records in the Contract Business Analysis Repository. Follow the directions below to perform a search.

Search Contract Business Analysis Repository (Graphics 1.2.1.1 - 1.2.1.2):

1. *Enter any or all of the **Search parameters** into the Search fields.*
 - Wildcard searches can be performed (e.g. entering 1* into a search field will return all results beginning with "1")
2. *Click the **Search** button.*
 - The Search Results page appears (Graphic 1.2.1.2)

Note: The Search page is the home page for external users.

You can also access the Search page by clicking the **Search toolbar link** (Graphic 1.2.1.1).



Graphic 1.2.1.1: Search Page



Contractor Name	Contractor CAGE	Contractor DUNS + 4	Parent Name	Parent CAGE	Parent DUNS + 4	DoDAAC
PARKER-HANNIFIN CORPORATION	59211	110345936	PARKER-HANNIFIN CORPORATION	59211	110345936	

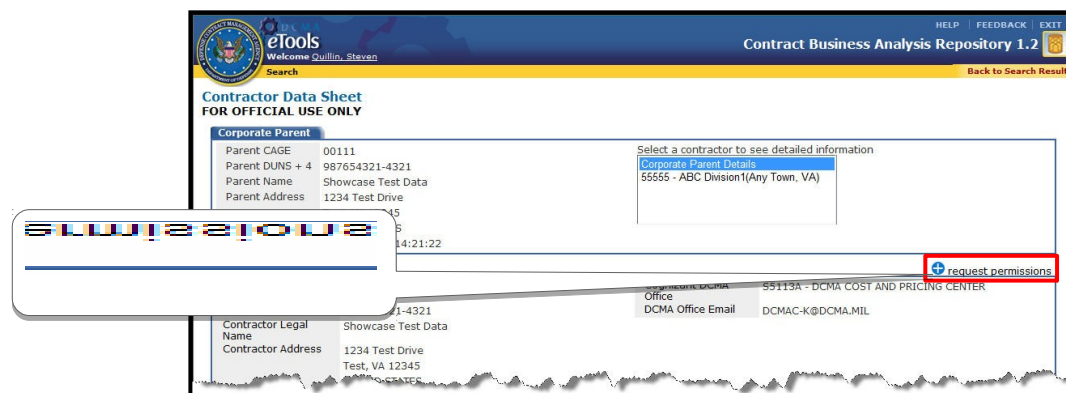
Graphic 1.2.1.2: Search Results Page

Request Permissions

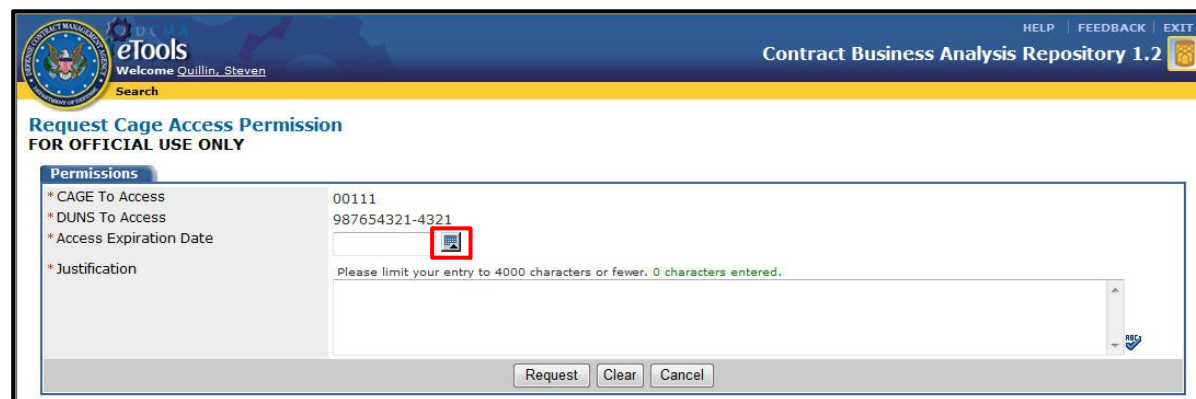
External Users must request permission to access CAGEs. External approvers already have permission to view all records. Follow the directions below to request permission to access a CAGE while viewing a Contractor Data Sheet.

Request CAGE Access (Graphics 1.2.2.1 - 1.2.2.3):

1. Click the **Request Permissions** link on the Contractor Data Sheet.
 - The Request CAGE Access Permission page appears (Graphic 1.2.2.2)
2. Click the **Automated Calendar** icon to enter the Access Expiration Date.
 - The Automated Calendar pop-up window appears (Graphic 1.2.2.3)



Graphic 1.2.2.1: Request Permissions Link

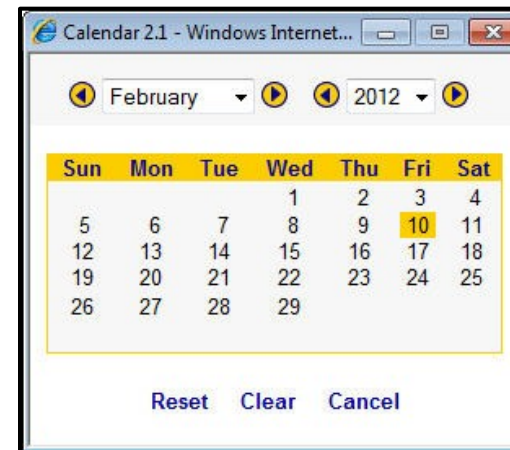


Graphic 1.2.2.2: Request CAGE Access Permission Page

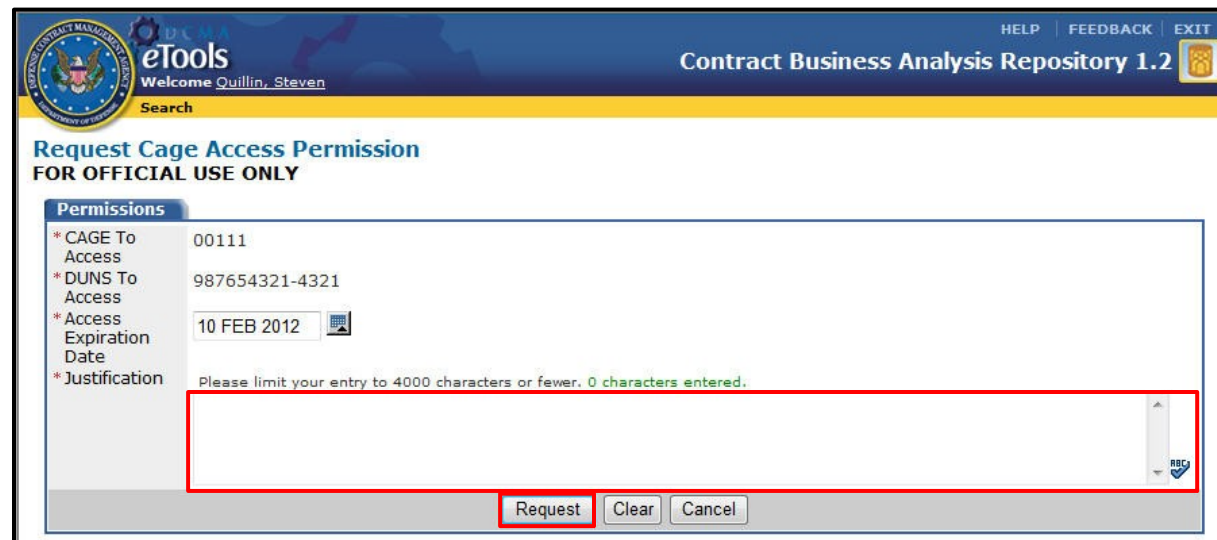
Request Permissions continued

Request CAGE Access (Graphics 1.2.2.1 - 1.2.2.3):

3. Select the **Day, Month, and Year** on the Automated Calendar window.
4. Type in **a reason for you to have access** to this CAGE. You must justify your having access to this CAGE.
5. Click the **Request** button to finish requesting permission



Graphic 1.2.2.3: Automated Calendar



Graphic 1.2.2.4: Request CAGE Access Permission
page

Viewing a Corporate Parent Record

Both user roles can view any corporate parent record. Follow the directions below to view a corporate parent record.

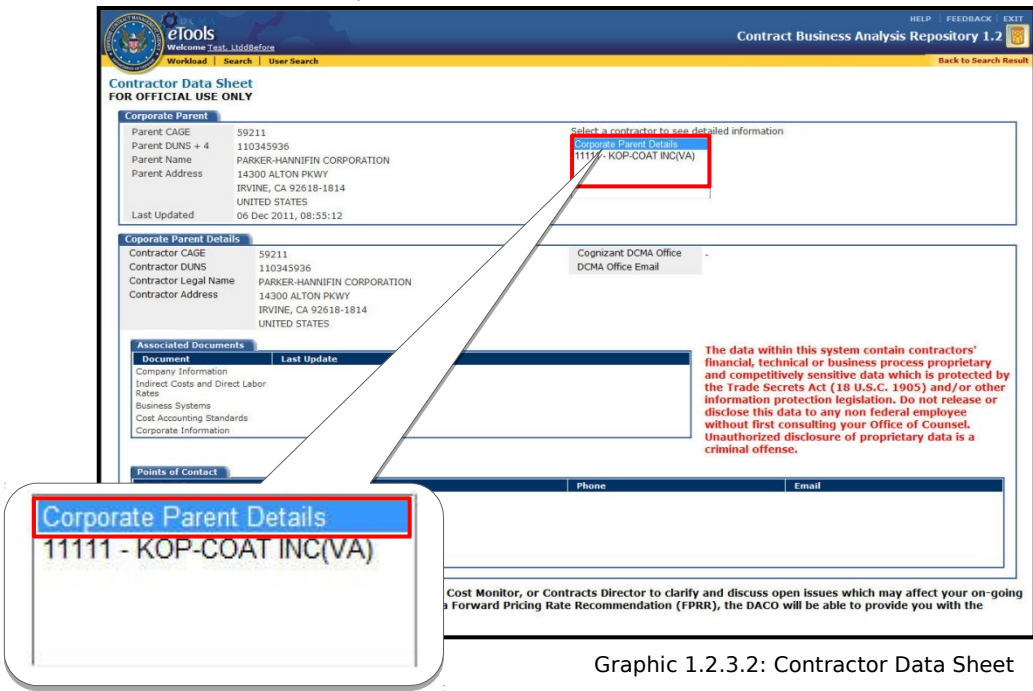
- View Records (Graphics 1.2.3.1 - 1.2.3.3):

 - Click a **View** icon on the Search Results page.
 - The Contractor Data Sheet for the selected contractor appears (Graphic 1.2.3.2)
 - Click **Corporate Parent Details** to view parent CAGE information.

Note: Only the **CACO/DACO/ACO** internal user role can edit and delete parent records, or add CAGEs to parent records.



Graphic 1.2.3.1: View Icon on Search Results



Graphic 1.2.3.2: Contractor Data Sheet

Graphic 1.2.3.3: Corporate Parent Details

DCMA Topic Four - Viewing Attached Documents

DEFENSE CONTRACT MANAGEMENT AGENCY

Viewing Business System Documents

While viewing the View Business Systems Document page, you can view Business System documents. Follow the directions below to view these documents.

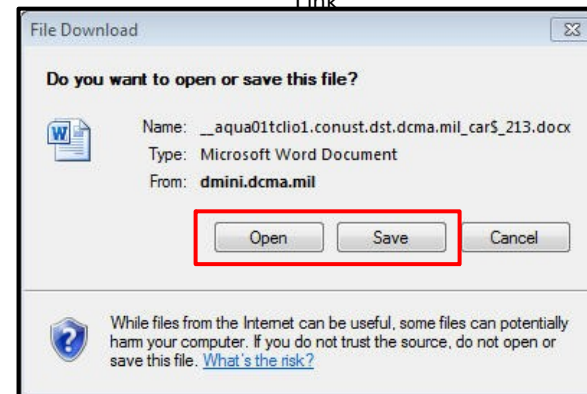
View Business Systems Documents (Graphics 1.2.4.1 - 1.2.4.2):

1. Click a **Document** link to view a document.
 - The Save Dialog appears
2. Click the **Open** button.
OR
Click the **Save** button.

Note: You can return to the Search Results page while viewing a Contractor Data Sheet by clicking the **Back to Search Results** link.

The screenshot shows the 'Contractor Data Sheet FOR OFFICIAL USE ONLY' in the eTools system. It includes sections for Corporate Parent, Corporate Parent Details, Associated Documents, and Points of Contact. The 'Associated Documents' table lists 'Business Systems', 'Cost Accounting Standards', and 'Corporate Information' with their last update dates. A red box highlights the 'Business Systems' and 'Cost Accounting Standards' links. A warning message on the right states: 'The data within this system contain contractors' financial, technical or business process proprietary and competitively sensitive data which is protected by the Trade Secrets Act (18 U.S.C. 1905) and/or other information protection legislation. Do not release or disclose this data to any non federal employee without first consulting your Office of Counsel. Unauthorized disclosure of proprietary data is a criminal offense.'

Graphic 1.2.4.1: Business Systems Document Link



Graphic 1.2.4.2: Request Permissions Link

Course Topics

Lesson Two Covered the Following Topics:

Topic One Searching for Contractor Records

Topic Two Requesting CAGE Access Permission

Topic Three Viewing a Contractor Data Sheet

Topic Four Viewing Attached Documents

Lesson Three Topics

Topic One Searching for Granted Permissions

Topic Two Editing Granted User Permissions

Topic Three Adding a New Permission for a CAGE

Topic Four Viewing Requested Permissions

Topic One - Searching for Granted Permissions

Granted Permissions - Search

Page Granted Permissions - Search
Page can only be accessed by External Approvers. Follow the directions below to search for granted permissions and remove a user's permission.

Searching Granted Permissions (Graphics 1.3.1.1 - 1.3.1.2):

1. Click the **User Search** link.
 - The Granted Permissions - Search page appears
2. Input any **search criteria**.
3. Click the **Search** button.
 - The Granted Permissions - Search Results page appears (Graphic 1.3.1.2)
4. Click the **delete** icon to remove a user's permission for a CAGE.
 - The user's permissions for the CAGE is revoked and is no longer available in searches

Graphic 1.3.1.1: Granted Permissions - Search Page

Search Results	User Name	User Email	CAGE	DUNS	Company Name	Access Expiration Date	User Type
	Quillin, Steven	steven.quillin@hill.af.mil		1234567891234	ABC DIVISION1	06 FEB 2012	View Only
	RAMABAJA, XHELAL	TEST.EU23440@DCMA.MIL	0W4N9			25 JAN 2012	View Only

Graphic 1.3.1.2: Granted Permissions - Search Results Page

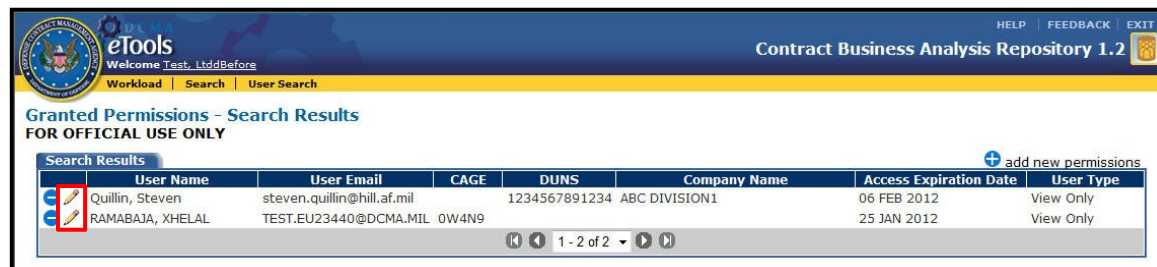
Topic Two - Editing Granted User Permissions

Editing Permissions

External Approvers can edit the expiration dates of user permissions you have already granted.

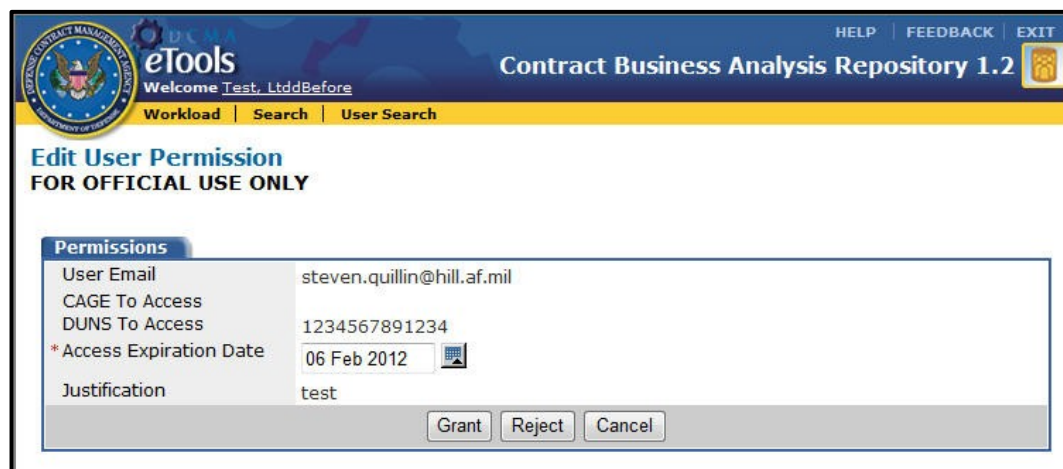
Editing Granted User Permissions (Graphics 1.3.2.1 - 1.3.2.6):

- On the Granted Permissions Search Results Page, click the **Edit** icon.
 - The Edit User Permission Page appears (Graphic 1.3.2.2)



	User Name	User Email	CAGE	DUNS	Company Name	Access Expiration Date	User Type
	Quillin, Steven	steven.quillin@hill.af.mil		1234567891234	ABC DIVISION1	06 FEB 2012	View Only
	RAMABAJA, XHELAL	TEST.EU23440@DCMA.MIL	0W4N9			25 JAN 2012	View Only

Graphic 1.3.2.1: Granted Permissions - Search Results Page



Permissions	
User Email	steven.quillin@hill.af.mil
CAGE To Access	0W4N9
DUNS To Access	1234567891234
* Access Expiration Date	06 Feb 2012
Justification	test

Grant Reject Cancel

Graphic 1.3.2.2: Edit User Permission Page

Topic Two - Editing Granted User Permissions

Editing Permissions

Editing Granted User Permissions (Graphics 1.3.2.1 - 1.3.2.6):

2. Click the **Automated Calendar** icon.
3. Select the **Day, Month, and Year** on the Automated Calendar window.

Permissions

User Email	steven.quillin@hill.af.mil
CAGE To Access	1234567891234
DUNS To Access	1234567891234
*Access Expiration Date	06 Feb 2012
Justification	test

Graphic 1.3.2.3: Edit User Permission Page

Calendar 2.1 - Windows Internet...

February 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

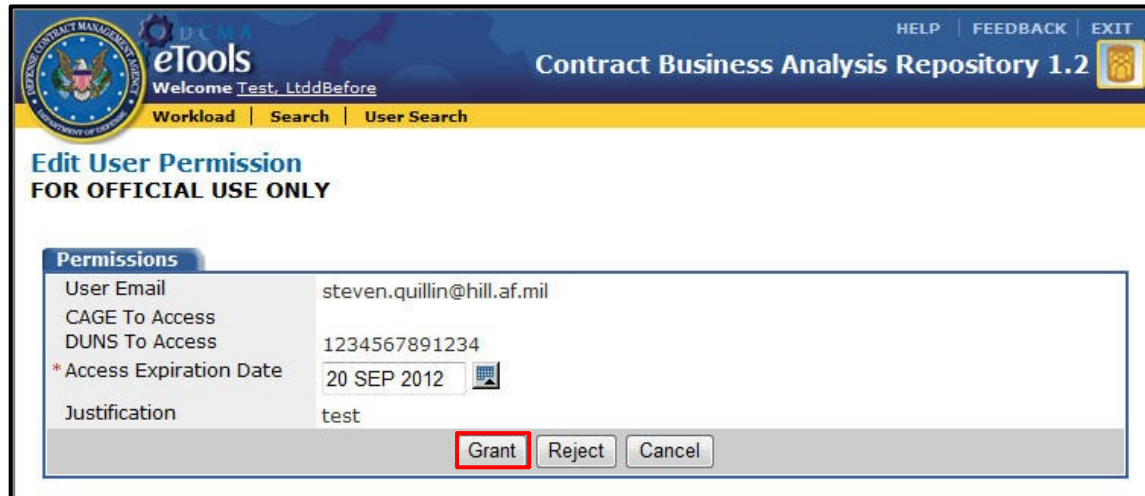
Graphic 1.3.2.4: Automated Calendar Box

Topic Two - Editing Granted User Permissions

Editing Permissions

Editing Granted User Permissions (Graphics 1.3.2.1 - 1.3.2.6):

4. Click **Grant** to grant the permission as edited.
 - You are returned to the Granted Permissions - Search Results page



Contract Business Analysis Repository 1.2

Workload | Search | User Search

Edit User Permission
FOR OFFICIAL USE ONLY

Permissions

User Email: steven.quillin@hill.af.mil

CAGE To Access: 1234567891234

DUNS To Access: 1234567891234

* Access Expiration Date: 20 SEP 2012

Justification: test

Grant **Reject** **Cancel**

Graphic 1.3.2.5: Edit User Permission Page



Contract Business Analysis Repository 1.2

Workload | Search | User Search

Granted Permissions - Search Results
FOR OFFICIAL USE ONLY

Search Results

add new permissions

	User Name	User Email	CAGE	DUNS	Company Name	Access Expiration Date	User Type
[-]	Quillin, Steven	steven.quillin@hill.af.mil		1234567891234	ABC DIVISION1	20 SEP 2012	View Only
[+]	RAMABAJA, XHELAL	TEST.EU23440@DCMA.MIL	0W4N9			25 JAN 2012	View Only

1 - 2 of 2

Graphic 1.3.2.6: Granted Permissions - Search Results Page

Topic Three - Adding a New Permission for a CAGE

Add a New Permission

Security Administrators can add new permissions to users from the Granted Permissions - Search Results page. Follow the directions below to add new permissions.

Add New Permission (Graphics 1.3.3.1 - 1.3.3.2):

1. Click the **add new permissions** link.
 - The Add User Permission page appears (Graphic 1.3.3.2)
2. Enter all **required fields**.
3. Click the **Add** button.

Contract Business Analysis Repository 1.2

Granted Permissions - Search Results
FOR OFFICIAL USE ONLY

Search Results

	User Name	User Email	CAGE	DUNS	Company Name	Access Expiration Date	User Type
	Quillin, Steven	steven.quillin@hill.af.mil		1234567891234	ABC DIVISION1	20 SEP 2012	View Only
	RAMABAJA, XHELAL	TEST.EU23440@DCMA.MIL	0W4N9			25 JAN 2012	View Only

1 - 2 of 2

Graphic 1.3.3.1: Granted Permissions - Search Results Page

Contract Business Analysis Repository 1.2

Add User Permission
FOR OFFICIAL USE ONLY

Permissions

* User Email

CAGE To Access

DUNS To Access

* Access Expiration Date

Add Clear Cancel

Graphic 1.3.3.2: Add User Permission

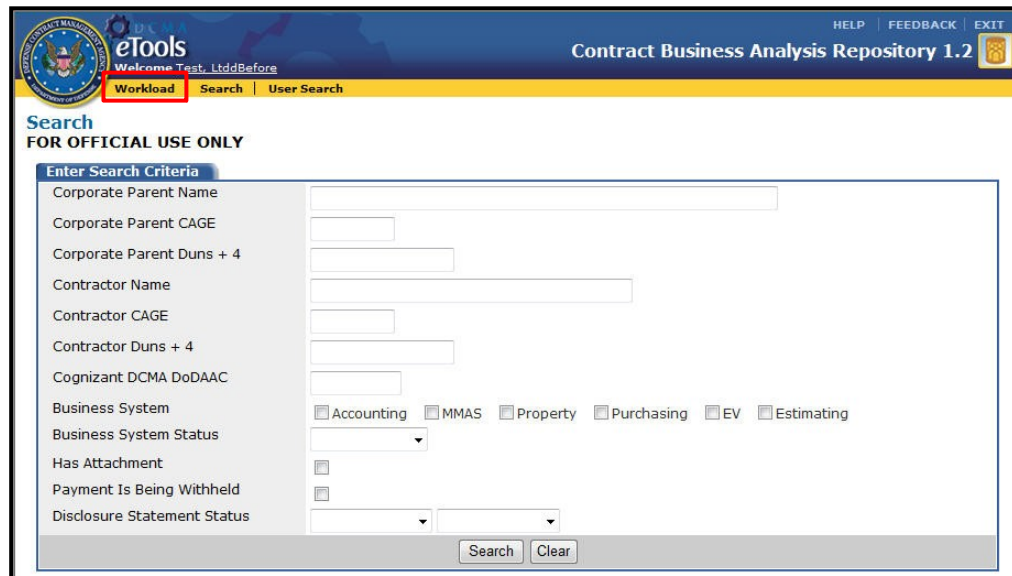
Topic Four - Viewing Requested Permissions

View, Approve & Deny Requested Permissions

External Approvers can view, approve, and deny requested permissions. Follow the directions below to view, approve, and deny requested permissions.

Requested Permissions (Graphic 1.3.4.1 - 1.3.4.3):

1. Click the **Workload** link on the application toolbar.
 - The Requested Permissions page appears (Graphic 1.3.4.2)



The screenshot shows the eTools interface for the Contract Business Analysis Repository 1.2. The top navigation bar includes links for HELP, FEEDBACK, and EXIT. Below this, the 'Workload' link is highlighted in a red box. The main content area is titled 'Search FOR OFFICIAL USE ONLY' and contains a form for entering search criteria. The form includes fields for Corporate Parent Name, Corporate Parent CAGE, Corporate Parent Duns + 4, Contractor Name, Contractor CAGE, Contractor Duns + 4, Cognizant DCMA DoDAAC, Business System, Business System Status, Has Attachment, Payment Is Being Withheld, and Disclosure Statement Status. There are also checkboxes for Accounting, MMAS, Property, Purchasing, EV, and Estimating. Search and Clear buttons are at the bottom of the form.

Graphic 1.3.4.1: Workload Link

Topic Four - Viewing Requested Permissions

View, Approve & Deny Requested Permissions

Requested Permissions (Graphic 1.3.4.1 - 1.3.4.3):

2. Click the  **Approve** link to approve the permission request.

- The request is approved and now appears in your Granted Permissions

OR

Click the  **Deny** link.

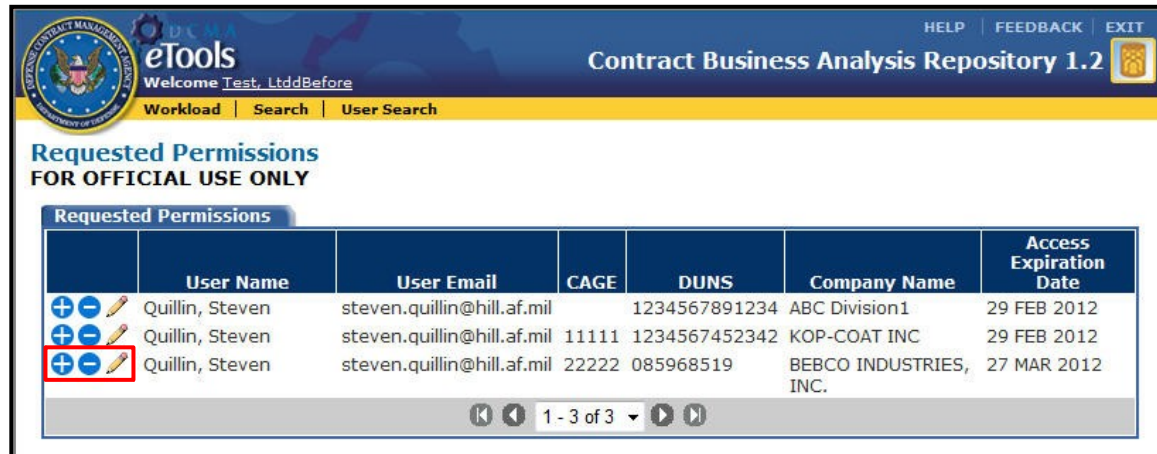
- The request is denied and is removed from your Requested Permissions page



OR

Click the **Edit** link.

- You are taken to the Edit User Permission page, where you can edit the Access Expiration Date for the permission before you approve or deny it

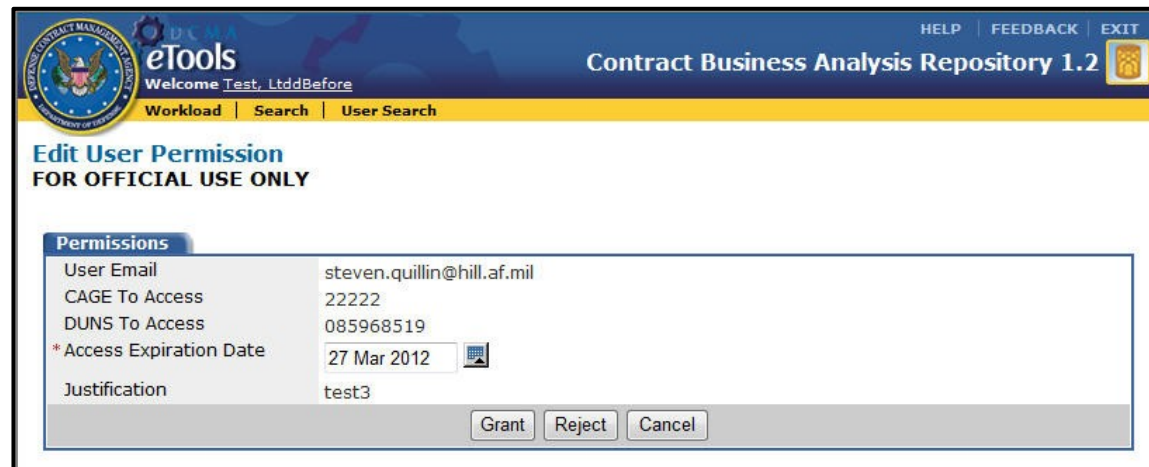


Requested Permissions
FOR OFFICIAL USE ONLY

	User Name	User Email	CAGE	DUNS	Company Name	Access Expiration Date
	Quillin, Steven	steven.quillin@hill.af.mil		1234567891234	ABC Division1	29 FEB 2012
	Quillin, Steven	steven.quillin@hill.af.mil	11111	1234567452342	KOP-COAT INC	29 FEB 2012
	Quillin, Steven	steven.quillin@hill.af.mil	22222	085968519	BEBCO INDUSTRIES, INC.	27 MAR 2012

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Graphic 1.3.4.2: Requested Permissions Page



Edit User Permission
FOR OFFICIAL USE ONLY

User Email	steven.quillin@hill.af.mil
CAGE To Access	22222
DUNS To Access	085968519
* Access Expiration Date	27 Mar 2012
Justification	test3

Grant Reject Cancel

Graphic 1.3.4.3: Edit User Permission Page

Lesson Three Covered the Following Topics:

Topic One Searching for Granted Permissions

Topic Two Editing Granted User Permissions

Topic Three Adding a New Permission for a CAGE

Topic Four Viewing Requested Permissions